

Commercial/Industrial Additions and Remodeling

How to Obtain a Building Permit

Step 1- Is the location appropriate?

The first step in the process for building an addition to a business or industry is to make sure that it is located in the appropriate zone. Some older businesses or industries may be located in residential or agricultural zones and may be non-conforming. If that is the case, a zoning change would be required before a permit could be issued to add onto the structure or to build an accessory building on the lot. However, remodeling or maintaining a business or industry within the original footprint is allowable and would not require a zoning change.

Zoning classifications for a property may be learned by contacting **Melissa Evans** at the Owensboro Metropolitan Planning Commission office at **270-687-8382**. You will need to have the specific address of the property to obtain the correct zoning classification. If Melissa is unavailable, call **270-687-8650** and ask for a planner to assist you.

Step 2- When is a building permit required?

A building permit is required for any addition to the structure just as it is for new businesses or industries. Additionally, a permit is required when work is performed that will replace or alter structural members of the building, such as floor joists, roof and wall framing members, or seismic components, such as ceiling tile grid.

Projects not requiring building permits include replacing roof covering, siding, and windows when no structural work is involved. Fencing also does not require a permit, but the OMPC should be contacted to determine allowable heights and setbacks. Also, utility agencies should be contacted to assure the fence construction does not impact public utilities like water, sewer, gas, electric or cable lines or drainage ways that may be located within easements on your property.

Sidewalks and driveways on private property do not require building permits, but may require a cut and fill permit and drainage review before construction. Sidewalk and driveway aprons located on public right of way require a permit from the City Engineer and the work is required to be bonded. Please contact the City of Owensboro Engineer, **Kevin Collignon, 687-8646**, or Daviess County Engineer, **Mark Brasher, 683-3243**, and **Matt Warren, 687-8661**, to determine requirements. Adding or removing fill will also require approval of the City of Owensboro Engineer or the Daviess County Engineer and Manual Ball.

To assure that you are properly permitted, please contact the OMPC, **Tara Conder 687-8665**, to determine what requirements are applicable to your project before you begin work.

Step 3- Is the proposed addition located in a flood plain or floodway?

Daviess County and the City of Owensboro participate in the National Flood Insurance Program (NFIP) administered by the Federal Emergency

✓ Checklist

Zoning Correct?

OMPC
Melissa Evans
687-8382

Permit Required?

OMPC
Tara Conder
687-8665

Special Flood Hazard Areas?

OMPC
Jenni Logsdon
687-8652

Floodplain Management
Division of Water
1-502-564-3410

Commercial/Industrial Additions and Remodeling

Management Agency (FEMA). The city and county have been mapped indicating areas of special flood hazard. New Flood Insurance Rate Maps were adopted April 16, 2009.

We are required to check every property address proposing a new addition to see if it is in an area that has been identified on the FIRMs as a flood hazard area before a building permit can be issued. You may contact OMPC, **Jenni Logsdon, 687-8652**, to view or obtain a copy of the FIRM that shows the area where you are building.

If your property is located within a special flood hazard area, you must apply to the Commonwealth of Kentucky, Floodplain Management Section, Division of Water at 14 Reilly Road, Frankfort, KY 40601 for a permit to construct within a flood plain. Copies of these application forms are available from OMPC, **Matt Warren, 687-8661**.

Step 4- Does your site plan comply with zoning regulations?

If you are proposing to build an addition onto an existing commercial or industrial structure, you will need to submit a site plan to show the location where the addition is to be built. If the property has more than one principal building or multiple uses within one structure, such as a shopping center, the final development plan on record will need to be revised to show the proposed addition. **Melissa Evans, 687-8382**, can assist you with the process for submitting a final development plan.

A site plan or approved development plan must be submitted in conjunction with a building permit application. The site plan must be drawn to scale and must show the boundary of the property, all dimensions to property lines from the proposed addition, parking areas and dimensions and any easements that have been designated on the property.

The reason for showing the dimensions from proposed structures to property lines is to determine if the proposed construction complies with zoning requirements for required building setbacks. The site plan or final development plan also shows that required off-street parking can be provided for the use or uses on the property and that the appropriate vehicular use area landscaping has been provided. Contact OMPC, **Matt Warren, 687-8661**, to obtain information regarding site development requirements for your particular address and use. Access also needs to be shown on the site plan or final development plan to determine compliance with access standards.

Easement locations are important to show on site plans so that buildings do not encroach within platted easements, which may cause problems for utilities located within those easements or agencies that have rights to use those easements for storm drainage or other reasons. A final development plan requires sign offs of all utility agencies and the local government

If you add an addition to your commercial or industrial structure, site development features that do not currently conform to the zoning ordinance or access standards must be brought into compliance to the extent possible with the expansion of your use, and these site development features must be indicated on the submitted site plan. Additionally, if your project involves the remodeling of an existing structure for a different use than the previous use,

✓ Checklist

Site Plan Meets Regulations ?

OMPC
Trey Pedley
687-8654

Commercial/Industrial Additions and Remodeling

site development features must be brought into compliance with current regulations, and these improvements must be reflected on a site plan.

If your remodeling project is completely contained within the existing building located on the property and does not involve additions or a change in the use of the property, a site plan may not be required.

Step 5- Is your drainage plan approved?

All additions to commercial and industrial structures will require a drainage review and approval by the local government engineer. Any remodeling project that involves new pavement or impervious areas on a lot will also require drainage review and approval by the local government engineer. A building permit cannot be issued until this drainage plan has been reviewed and approved by the local government engineer.

Step 6- Have your building plans been reviewed and approved?

You must submit a full set of building construction documents to the OMPC office for plan review. The OMPC reviews all construction documents for the construction of commercial and industrial buildings, with the exception of day care, institutional, state owned and leased, high hazard and industrialized building systems. If your project falls into one of these excepted categories, you must apply to the Kentucky Department of Housing, Buildings and Construction, **502-573-0373**, for your building plan review.

Most commercial and industrial projects will fall under the local review process. Daviess County citizens are fortunate to have a building department that has met the professional criteria and maintained the certifications and expertise to perform plan review for most building construction projects. Daviess County is one of the few jurisdictions in Kentucky that has been granted the authority by the state to perform local building plan review. This service greatly reduces the plan review process time for the applicant.

You may contact **Matt Warren, 687-8661**, for information regarding the building plan review process and fees.

Step 7- Is your construction permit application complete?

In addition to your site plan, you need to provide information regarding the construction of the proposed commercial or industrial structure. You will need to know the name, address and phone number of your general, electrical, plumbing and mechanical contractors.

You will also need to provide information regarding the type of structure being constructed. The size and square footage of the structure for each floor including any basement or mezzanines must be recorded on the permit application form, as well as areas for parking, detached or attached garages, carports, and covered porches. This information should be contained in your building construction plans.

✓ Checklist

Drainage Approval?

City Engineering
Kevin Collignon
687-8646

Daviess County Engineer
Mark Brasher
683-3243

Building Permit Application Complete?

OMPC
Tara Conder
687-8665

Matt Warren
687-8661

Commercial/Industrial Additions and Remodeling

Step 8- Do you need an electrical permit?

Any addition to a commercial or industrial building structure will have to be served by electricity, and many remodeling projects include addition or relocation of electrical wiring. An electrical permit is issued to the electrical contractor upon application and approval of the application.

All electrical wiring in Daviess County, the City of Owensboro and the City of Whitesville must be installed in compliance with the National Electrical Code. All electrical contractors performing work in the jurisdiction must maintain an electrician's license issued by the Commonwealth of Kentucky.

Owensboro Municipal Utilities, **926-3200**, and Kenergy, **926-4141**, are the two electricity providers in our community. OMU and Kenergy will not provide an electrical connection until a final inspection has been approved by an OMPC building and electrical inspector.

Step 9- Do you need a plumbing permit?

All plumbing installed in Daviess County, the City of Owensboro and the City of Whitesville must be installed in compliance with the Kentucky Plumbing Code by a plumber who is currently licensed by the Commonwealth of Kentucky.

If your remodel or addition project includes new plumbing fixtures, water or drain lines you must contact the Plumbing Inspector, **Mark Thomas, 852-2906**, for information regarding the application process for a plumbing permit. Typically, your plumbing contractor will be familiar with the plumbing permitting process and will obtain the plumbing permit for this work.

Step 10- What other information should you know?

The Commonwealth of Kentucky requires that all heating, ventilation and air conditioning systems be installed by a state licensed HVAC contractor.

The 2007 Kentucky Building Code is the building code that is applicable for commercial and industrial structures. The current edition of the National Electrical Code is the electrical code that is applicable to electrical systems on residential structures.

For all applicable forms and code questions you may visit our website at www.iompc.org. Any additional questions regarding the requirements of the adopted building code or electrical code or the process may be addressed to **Matt Warren, 687-8661**. For information about ordering a building code book, you may call **1-800-786-4452**.

✓ Checklist

Electrical Permit Application Complete?

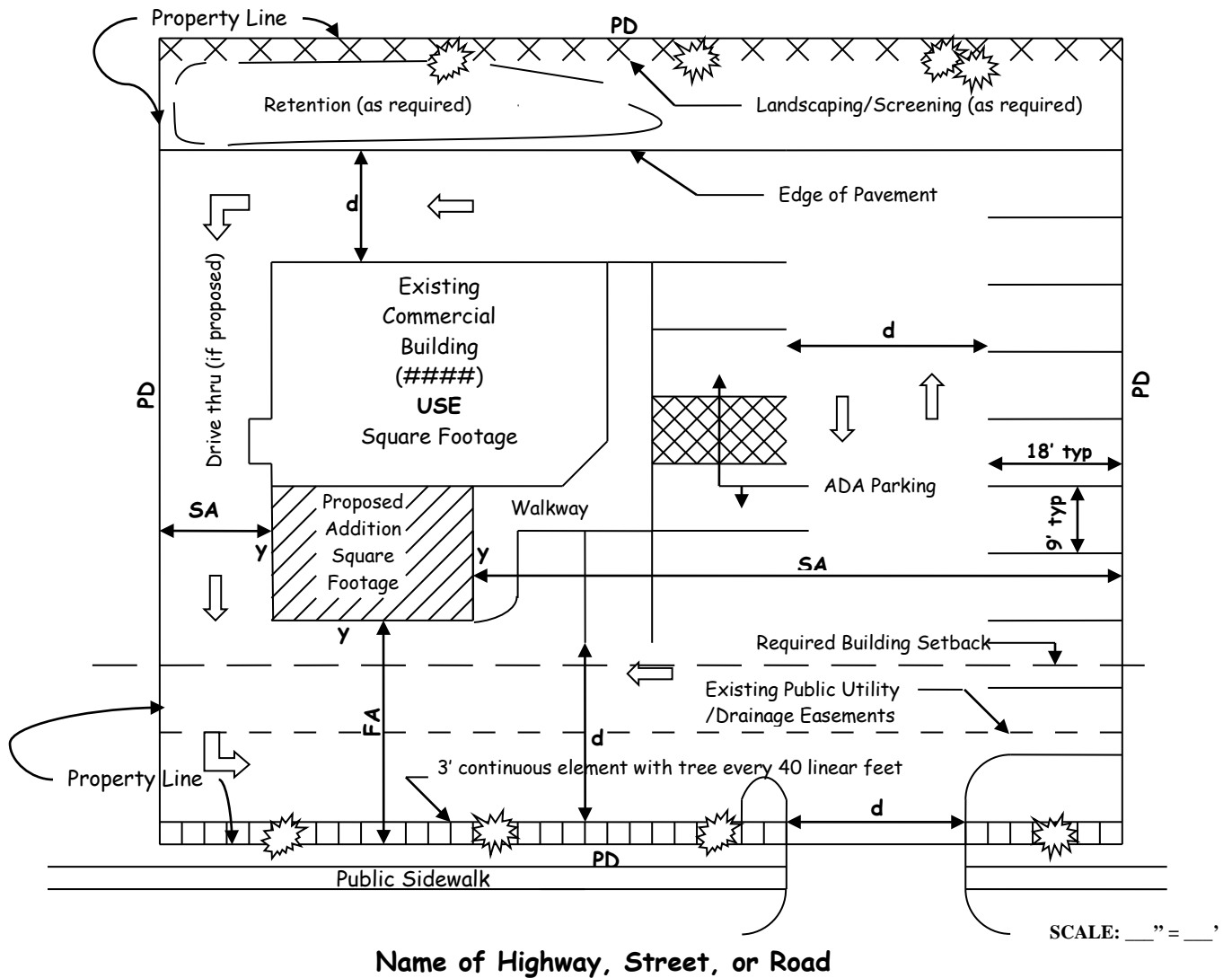
*OMPC
Tara Conder
687-8665*

*Matt Warren
686-8661*

Plumbing Permit?

*Green River District Health
Department
Mark Thomas
852-2906*

Commercial/Industrial Additions and Remodeling



SAMPLE SITE PLAN NEW COMMERCIAL ADDITION

Provide the information as indicated above

- X required screening
- y dimensions of the proposed commercial addition
- d dimensions of aisle width, access drives
- PD dimensions of property boundaries
- SA the distance from the side property line to the proposed addition
- FA the distance from the front property line to the proposed addition
- (####) the numerical address of the property
- ← direction of traffic flow
- 3' continuous element

Regardless of the setback requirements as prescribed in the Owensboro Metropolitan Zoning Ordinance, no building may be located within a public utility easement unless approved in accordance with Section 3-5(c)1 of the Zoning Ordinance. If more than one principal building or more than two principal uses in one building are proposed, a final development plan is required